



**University of King's College
Vacation Policy
July 1, 2023**

This policy applies to all staff members including King's Managerial and Administrative staff and Facilities Management.

Vacation Entitlement

Staff with less than (1) year of service as of June 30th will be granted paid vacation at the rate of 1.25 days for each completed month of service as of that date.

Staff with one (1) or more years of service as of June 30th will be granted paid vacation in accordance with the following schedule:

Service	Vacation
One (1) year but less than five (5) years	Three (3) weeks
Five (5) years but less than ten (10) years	Four (4) weeks
Ten (10) years but less than twenty-five (25) years	Five (5) weeks
Twenty (20) years or more	Six (6) weeks

Vacation Year and Proration

For purposes of vacation accrual calculations and vacation scheduling, the annual vacation leave period at King's shall be over a twelve (12) month period from July 1st to June 30th. Vacation entitlement each year is subject to the number of months worked (earned) and is calculated based on the number of months of completed employment as of June 30th. If less than one full year of service has been completed by June 30th, entitlement is prorated in accordance with the vacation year. For example, if a staff member's employment started on March 1st and they are entitled to three (3) weeks or 15 days of vacation annually, they would have earned five (5) days of vacation by June 30th of that year:

$$4 \text{ months (March to June)} / 12 \text{ months} \times 15 \text{ days} = 5 \text{ days}$$

The staff member is entitled to 5 vacation days to June 30th

Annual vacation time accrues from July 1st which is the start of the annual vacation year cycle. Staff begin earning vacation days from their date of hire.

Staff are encouraged to utilize their earned vacation time throughout the year; however, a maximum of five (5) vacation days are permitted to be carried forward to be used in the following vacation year.



In certain exceptional circumstances, staff may carry forward more than five (5) vacation days with the written approval of their manager. An example might include a staff member who has been requested by their manager to defer annual vacation beyond the end of the vacation year due to operational requirements.

For the purpose of earning vacation entitlement, any absence from work with pay shall be deemed to be time worked with the exception of long-term disability; adoption, maternity, and parental leave; and other unpaid leaves as approved.

Vacation Leave Requests

The minimum amount of vacation leave time that staff members are permitted to request is half ($\frac{1}{2}$) a working day (not hours). Staff are asked to not submit vacation leave requests to Human Resources for less than half a day or three and one half ($3\frac{1}{2}$) hours on any given day. Requests of this kind should be tracked and managed internally by each department administrator. It is the responsibility of managers to have discussions with their respective staff to plan and schedule their hours appropriately. Discussions should be centred around how that time will be made up, or if the staff member has banked overtime hours that can be applied against it.

Vacation leaves shall be taken within the specified period at a time authorized by the manager, with due consideration for the efficient operation of the department or program and the personal wishes and seniority of other staff members.

Vacation leave forms must be completed and signed (by both staff and managers) before being submitted to the Human Resources & Compensation Officer in the Human Resources Office prior to the start of the vacation leave. For vacation leave requests of one (1) week or longer in duration, forms should be submitted one (1) month in advance of the desired leave time. Typically, vacation leaves exceeding four (4) weeks at a time are not feasible unless under exceptional circumstances. Staff and managers should consider King's small size, continuity of operations, and consistent service excellence when planning vacations. Staff members are encouraged to provide as much notice as possible when planning vacation leaves. Other factors to consider include:

- If the staff member has a critical role to play in planning special events or has reporting deadlines at certain times of the year.
- If other members of the staff member's team have already requested time off at the same time.

Staff members should refrain from making travel arrangements (i.e., booking flights, hotels, etc.) without first receiving approval of their vacation leave from their manager.

Staff on short-term contracts are paid 4% vacation pay in lieu of paid vacation time off.

Any planned vacation that an employee takes will not be cancelled in the event of an unanticipated university closure.



Illness During Vacation Leave

Where a staff member suffers an illness, major injury, or is hospitalized and the period of illness is more than three (3) days, all or a portion of this period shall be considered as sick leave and the number of vacation days which have been displaced may be taken at a later time in the same vacation year. The staff member must notify their manager at the time such illness commences and must submit medical verification to the satisfaction of the Employer to qualify for sick leave in these circumstances.

Vacation Entitlement Upon Termination, Resignation, and During Probationary Period

Staff members that have accumulated unused vacation leave time who leave the university because of termination or resignation, shall have any vacation they have accumulated paid out in full in their final payroll deposit.

Likewise, staff members who have taken more vacation time than they have accumulated, and whose employment ends for any reason, shall have an equivalent amount of pay deducted from their final payroll deposit. Managers are encouraged not to approve vacation leaves for staff exceeding the amount of vacation days earned or “accrued”. An example is a staff member who was hired on July 1st and is serving a six (6) month probationary period. The staff member is entitled to three (3) weeks or fifteen (15) working days annually. The staff member requested six (6) days of vacation leave in early September. By this time, they would have only worked at King’s for two (2) months and only earned two and a half (2½) days of vacation leave:

$$2 \text{ months (July and August) } / 12 \text{ months } \times 15 \text{ days } = 2.5 \text{ days}$$

Staff member is entitled to 2.5 vacation days to August 31st

The request for six (6) days of vacation leave should be denied by the manager. If the manager approves the time requested and the staff member resigns or is terminated before they earn six (6) days of vacation leave, the funds will need to be recouped from their final payroll deposit.

Contact While on Vacation Leave

Staff members who are on leave, regardless of duration, are expected to activate an automatic reply on their King’s email accounts indicating they are out of the office. An out of office message should also be placed on King’s landlines. The message should indicate the duration of the leave and who may be contacted for urgent matters or otherwise during their absence. Staff members should discuss with their managers who the most appropriate contact would be for this purpose. The designated staff member must be made aware. In case of an emergency, staff members should provide their managers with a telephone number that they can be reached on.